

# YEAR-END REPORT NOTICE

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FEDERAL ELECTION COMMISSION

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CONGRESSIONAL COMMITTEES

December 27, 2006

## WHO MUST FILE

All principal campaign committees of congressional candidates<sup>1</sup> (including unopposed candidates and candidates whose names do not appear on the ballot) must file a Year-End Report on January 31, 2007.<sup>2</sup> Committees must continue to file reports until the Commission notifies them in writing that their termination report has been accepted.

## I. 2006 GENERAL ELECTION CANDIDATES

REPORT	REPORTING PERIOD <sup>3</sup>	REG./CERT. & OVERNIGHT MAILING DATE	FILING DATE
Year-End	11/28/06 - 12/31/06	01/31/07	01/31/07

## II. UNSUCCESSFUL 2006 PRIMARY ELECTION CAMPAIGN COMMITTEES AND CANDIDATES NOT ACTIVE IN 2006 ELECTIONS

REPORT	REPORTING PERIOD <sup>3</sup>	REG./CERT. & OVERNIGHT MAILING DATE	FILING DATE
Year-End	10/01/06 - 12/31/06	01/31/07	01/31/07

## NOTE FOR COMMITTEES *NOT REQUIRED* TO FILE A POST-GENERAL ELECTION REPORT – CHART II:

For candidates who ran in 2006 but did not participate in the general election, the reporting period for the Year-End Report spans two election cycles. For this report only, committees should instead use the Post-Election Detailed Summary Page (FEC Form 3, Pages 5-8).

Committees should not use the normal Detailed Summary Page.

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<sup>1</sup>An individual becomes a candidate for Federal office (and thus triggers registration and reporting obligations) when his or her campaign exceeds \$5,000 in either contributions received or expenditures made. If the campaign has not exceeded the \$5,000 threshold, it is not required to file reports.

<sup>2</sup>If the campaign has more than one authorized committee in addition to the principal campaign committee, the principal campaign committee must also file a consolidated report on Form 3Z.

<sup>3</sup>These dates indicate the beginning and the end of the reporting period. A reporting period always begins the day after the closing date of the last report filed. If the committee is new and has not previously filed a report, the first report must cover all activity that occurred before the committee registered.

(over)

## 2007 REPORTING SCHEDULE

**REPORTING DATES**

<b>REPORT</b>	<b>REPORTING PERIOD<sup>3</sup></b>	<b>REG./CERT. &amp; OVERNIGHT MAILING DATE</b>	<b>FILING DATE</b>
April Quarterly	01/01/07 - 03/31/07	04/15/07	04/15/07 <sup>4</sup>
July Quarterly	04/01/07 - 06/30/07	07/15/07	07/15/07 <sup>4</sup>
October Quarterly	07/01/07 - 09/30/07	10/15/07	10/15/07
Year-End	10/01/07 - 12/31/07	01/31/08	01/31/08

**METHOD OF FILING**

Reports sent by registered or certified mail must be postmarked by the mailing date (please note that a certificate of mailing is not an acceptable method). Committees should keep the mailing receipt with its postmark as proof of filing.

If using overnight mail, the delivery service must receive the report by the mailing date. "Overnight mail" includes Priority or Express Mail having a delivery confirmation, or an overnight delivery service with an on-line tracking system and scheduled for next business day delivery. Reports filed by any other means must be received by the Commission (or Secretary of the Senate for Senate committees) by the filing date.

**COMPLIANCE**

- Treasurers of political committees are responsible for both the timeliness and the accuracy of all reports. They may be subject to monetary penalties if reports are inaccurate or are not filed on time.
- Under the Administrative Fine Program, political committees and their treasurers who fail to file their reports on time may be subject to civil money penalties up to \$16,000 (or more for repeat late- and non-filers). For additional information, see the enclosed handout entitled, "Administrative Fine Program," and visit the FEC web site at [www.fec.gov/af.shtml](http://www.fec.gov/af.shtml).
- In addition, political committees that file illegible reports or use non-FEC forms (except for FEC-approved, computer-generated forms) will be required to refile their reports.
- Electronic filers who instead file on paper or submit an electronic report (either by direct transmission or on 3.5" diskette) that does not pass the validation test will be considered non-filers and may be subject to enforcement actions (including administrative fines).
- Please note that principal campaign committees of candidates for the U.S. House and the U.S. Senate must file FEC Form 3Z-1 as part of their July Quarterly and Year-End Reports in the year preceding the year in which the general election for the office sought is held.

**ELECTRONIC FILING**

U.S. House committees that receive contributions or make expenditures in excess of \$50,000 in a calendar year, or that have reason to expect to do so, must submit their reports electronically. For additional information, review the enclosed handout entitled "Electronic Filing," call the FEC's Electronic Filing office at (800) 424-9530 or (202) 694-1642, and visit our web site at [www.fec.gov/elecfil/electron.shtml](http://www.fec.gov/elecfil/electron.shtml).

<sup>3</sup>See footnote #3, on reverse side.

<sup>4</sup>Notice that this filing date falls on a weekend. Filing dates are not extended when they fall on nonworking days.